

**Subject: Food Instrument Receipt and Distribution****Item: Issuing Food Instruments**

---

**PURPOSE:**

To establish procedures that provide an adequate trail for food instrument (FI) usage and/or monitoring and proper validation of the FI by ensuring they are printed correctly and issued to the correct participant as provided by the California Department of Public Health/Women, Infants and Children Division (CDPH/WIC).

**POLICY:**

- I. It is the responsibility of the local agency (LA) to ensure that food instruments (FIs) are correctly printed by the WIC management information system (WIC MIS) and released to the participant after they have presented their WIC Identification Folder (WIF) and their signature on the food instrument log has been compared to the signature on the WIF.

**PROCEDURE(S):**

- I. Each day prior to issuing FIs the local agency must:
  - A. Select a box of checks to be connected to each printer.
  - B. Load checkstock in WIC MIS log on to the printer.
  - C. Select the check box number from the pick list in WIC MIS.
  - D. Verify the beginning serial number in WIC MIS.
  - F. Verify checkstock number with number on signature log.
- II. Procedure for printing and issuing FIs:
  - A. Select appropriate food package(s) and send to the print list.
  - B. Select family from print list.
  - C. Print FIs.
  - D. Record serial number(s) on FI log.
  - E. Have participant sign FI log.
  - F. Compare signature on FI log with signature on the participant's WIF.

**AUTHORITY:**

[7 CFR §246.12\(l\)](#)

[7 CFR §246.12\(r\)](#)